Common Access Card/PKI Interface

If you use a computer at work, you can use the PKI certificates on your Common Access Card (CAC) to log on to your computer, digitally sign and encrypt e-mail and other documents, and establish secure Internet sessions.

This guide will take you through the steps necessary to use PKI certificates to perform these functions.

Step 1. Deleting DOD Personal Certificates

Note: It is recommended you maintain your R2 Encryption Certificate located on your floppy disk. You may need the certificate to decrypt e-mail messages sent to you using your old certificate.

1. From the Desktop, open *Internet Explorer* (IE) by clicking on the **IE** icon.
2. Click **Tools**, then **Internet Options**… The *Internal Properties* window will appear. Select the **Content** tab from the *Certificates* pane, click **Certificates…** The *Certificate Manager* window will appear.
3. Select the Certificate(s) to be deleted and click **Remove**.
4. In the next *Certificate Manager* window click **Yes**.
5. Repeat steps 3 thru 5 (if necessary) until all certificates are removed. Click **Close**.

Step 2. Certificate Registration & Configuring Windows NT Logon

1. Insert your CAC into the reader.
2. Double Click on the **Active Gold Utility** icon  in the taskbar in the system tray.

3. At the prompt, enter your 6-8 digit numeric PIN.
4. When the window opens, click on **Tools**.
5. Select **Register Certificates**.
6. Click on **Yes** when prompted.
7. Click on **OK** to acknowledge installation. You have successfully registered your certificates.
8. To configure Windows NT Logon, right click on **Network Logon** in the *Smart Card Content.*
9. Select **Add**, select **Windows NT Logon.**
10. In the **Username** field, enter your Windows network logon user name.
11. In the **Domain** field, enter the Windows network domain in which to login.
12. Under **Define workstation behavior upon card removal (Windows NT/2000 only)**, select **Lock Workstation**.
13. In the **Password** window, enter and confirm the password. Values will display as "***".
14. Click **OK**. You have successfully configured Windows NT Logon.
15. Click **Close** or on **File** and then **Exit**.

Step 3. Configuring Microsoft Outlook 98 Outlook 2000 Security

1. In *Outlook 98*, click the **Tools** menu and then click **Options**.
2. Click the *Security* tab. Under **Secure E-mail**, click **Change Settings**.
3. In the *Change Security* Settings screen under **Certificates and Algorithms,** click **Choose Signing Certificate**, click the **DoD Class 3 CAC E-mail CA**, and then click **OK**.
4. Under **Encryption Certificate**, click **Choose**. Click the **DOD Class 3 CAC E-mail CA** and then click **OK**. At the prompt click **OK.**
5. To digitally sign e-mail messages automatically, click **Add digital signature to outgoing messages** in the **Security** tab and **Send clear text signed messages when sending signed messages,** then click **OK**.

Step 4. Adding Encryption/Digital Signature Icons to the Toolbar (MS Outlook 98 & 2000)

1. Click **New Mail Message** to open a messaging window.

2a. (Outlook 98) - From the **View** menu, click **Toolbars** then click **Customize…**

2b. (Outlook 2000) – From the **Tools** menu click **Customize…**

3. Click the **Commands** tab, and then under **Categories** click **Standard**.
4. Scroll down until you find the icons labeled **Encrypt Message Contents** and **Digitally Sign Message**.
5. Drag each icon to the toolbar (it is suggested the icons be placed left of the Options icon).

Note 1: To drag an icon to the toolbar, select the icon by left-clicking and pressing the left-mouse button. While the left-mouse button is still depressed, move the icon to the desired location on the toolbar. Then place the icon by releasing the mouse button.

Note 2: If you are using MS Word as your default E-mail editor, **you will not** have access to the **Customize** function. The function will be grayed out. You can digitally sign and encrypt by accessing the *Message Options* window by clicking **Options** on the *Standard Toolbar*. Check the **Encrypt Message…** and/or the **Add digital signature…** boxes to activate the function. Uncheck the function to deactivate

Step 5. Importing DoD Root Certificate Authority (CA)

1. Open Internet Explorer.
2. Type in the AF PKI Web Site address: **https://afpki.lackland.af.mil**
3. Click on **Import DoD Root Certificate Chain in your brower**.

4. Click on **IE 5.01**.
5. Scroll down to the bottom of the page and click on **Import the DoD Class 3PKI Root Certificate Chain to your browser**. The **File Download** window will appear.
6. Ensure **Open this file from its current location** is checked then click **OK**.
7. Click **Next** and **Automatically select** should be defaulted.
8. Click **Next.**
9. Click **Finish.**
10. Click **OK** on **Import Successful Message.**
11. Scroll down to the bottom of the page and click on **Import the DoD Medium Assurance PKI Root Certificate Chain to your browser**. The **File Download** window will appear.
12. Ensure **Open this file from its current location** is checked, then click **OK**.
13. Click **Next** and **Automatically select** should be defaulted.
14. Click **Next.**
15. Click **Finish**.
16. Click **OK** on **Import Successful Message**.

Step 6. DOD Class 3 CAC E-Mail CA Publishing Certificates to GAL in Outlook 2000SR1a

1. Click on **Tools** menu and then click on **Options.**
2. Click on **Security** tab.
3. Under **Digital ID Certificates** window, click on **Publish to GAL** tab.
4. At the prompt, click **OK**.
5. You will be prompted that your certificate has been published.
6. Click **OK**.

Step 7. Digitally Signing E-Mail Documents

If you followed the steps for configuring security settings and set your default to automatically sign all e-mail, this function is transparent and all messages will be digitally signed unless you click on the digital signature icon to deactivate this option.

Step 8. Encrypting E-Mail Documents

Note: To encrypt e-mail you must have the recipient's public key or the recipient must have published his/her certificates to the GAL.

1. Click **New Mail Message** to open a message window.
2. With your CAC properly inserted, click on the **Encryption** icon in the tool bar.
3. Write your message.
4. Click **Send** to transmit your message.

Step 9. Accessing Secure Web Sites

1. Ensure your CAC is properly inserted in the reader.
2. Access the secure websites listed on the Certificate Usage Worksheet.
3. Select the **DOD Class 3 CAC CA** certificate if prompted and click **OK**.

Step 10. Reading Encrypted Mail

1. Ensure your CAC is inserted in the reader and double click on the message to be read.
2. With the CAC installed, this function is transparent to the user.

Navy/Air Force Help Desk:
1-800-897-2836
Visit the AF PKI SPO Web Site at:
https://afpki.lackland.af.mil

Department of Defense Public Key Infrastructure

(PKI)

Air Force

Common Access Card (CAC) and PKI Usage Quick Reference Guide

ESC/DIWS
Air Force Public Key Infrastructure
System Program Office